

DHRM TECHNICAL CONFERENCE
(11/3/05)
Classification Workgroup

PROCESS VARIANCES:

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|-----------------------------|---|
| 1) <u>Agency Policy</u> | DHS- Classification action request requires agency approval before being initiated by OHR (DHS Policy 02-17, "Position Classification"). PMR, org charts, signatures from agency Director & Budget (or designee). |
| 2) <u>Business Practice</u> | UDOT, Health, Corrections, DNR, DWS, DABC & DAS - |
| 3) <u>Business Practice</u> | Direct Service agencies- Classification requests are given verbally to DHRM. |
| 4) <u>Business Practice</u> | Corrections- Every request for classification review must go thru formal review. |
| 5) <u>Agency Policy</u> | DHS- HR Analyst makes classification recommendation; sends to agency HR Director (for review and approval). |
| 6 & 7) <u>Agency Policy</u> | DWS & UDOT - Utilize an internal " <i>Classification Committee</i> " (comprised of HR Analysts) to review each recommendation before approval is granted. |
| 8) <u>Agency Policy</u> | Tax, DWS, DHS, Corrections- Require Finance & Executive approval on all classification requests. |

Overview of State Classification Process

(11/3/05)

